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26 July 1961

MEMORANDUM FOR: Chief, Personnel Operations Division
SUBJECT : Annual Report

1. Statistical Picture for Fiscal Year 1961

Cases in Process as of 30 June 1960.....
New Cases put into process.....
Rejects.....
Cancellations.....
EOD's.....
Resignations after EOD (medical, security, or personal reasons).....

25X9

Assignments:

DDP.....
DDI.....
DDS.....
DCI.....

2. Summer Employees:

Applications..... 358
Requirements..... 297
Employed..... 296
Applicants tested..... 205
Applications which were not put in process because of low test scores, failure to report for testing, one dependent in family permitted to work, below age requirements..... 27
Cancelled (applied full-time, accompany parents overseas, other employment, summer school, security or medical disqualification, no reason)..... 35

25X1A9a

Chief, Clerical Assignment Branch

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INTERIM ASSIGNMENT SECTION
Progress and Accomplishments
1 July 1960 - 30 June 1961

New Employees

Clerks.....
Clerk-Typists.....
Clerk-Stenographers.....
Miscellaneous (Other).....
Professionals.....
Total

9A2

Type Clearance

Full Clearance.....
Provisional Clearance.....
Total

9A2

Minimum, Maximum and Daily Average

Minimum number of personnel for one day.....
Maximum number of personnel for one day.....
Daily average.....

Number of employees referred to Appointment Clerks for assignments...

Number of employees charged against IAS slots and referred directly
by the IAS to Administrative Officers, office of assignment.....

Resignations

Security, medical and personal reasons.....

72

25X1C

Memoranda to Security Control Officer (OS) requesting permission to
obtain outside employment after working hours and on Saturday....

39

36

Memoranda to Security Control Officer (OS) requesting permission to
take outside Educational courses.....

66

Work Project Man Hours

Typing.....
Clerical.....
Total

X9A2

Personal History Statement Sets.

25X9A2

In addition, requests totaling approximately [redacted] were re-
ceived for separate forms of PHS's, Appendix I, Clerical Brochures,
Report of Medical History, Personal Resume, Certificate of Pro-
ficiency, Language Data Form, Employment Information Agreement, etc.

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Bus tickets issued (approximately)..... 10,000

NOTARY PUBLIC

Average weekly Notary Public service for official use and assistance
to Agency employees..... 10

SUPPLY

The IAS is responsible for the requisition, maintenance and issuance of the diverse types of supplies, forms and equipment used by the various offices in the building. Two-to-three provisionally cleared employees are continuously trained to perform this service.

TRAINING FILMS

Each week four training films are obtained from the Film Branch, OCR, and one is shown daily. The running time for the film averages one hour and a half. Two-to-three male employees are continuously trained to operate the projection machine. For the rest of the summer, while the population is high, two travel-ogues and four training films will be shown weekly.

INSURANCE PROGRAM LECTURE

Each Tuesday morning at 0930 hours, immediately following the IAS Orientation, a representative of the Insurance Branch conducts a one-hour lecture for new personnel on the Agency hospitalization and insurance benefits program.

CLERICAL TRAINING INDUCTION SECTION, OTR, LECTURE

Following the Insurance and Hospitalization lecture, at 1030 hours a representative of the Clerical Training Induction Section explains the clerical training program.

EMPLOYEE SERVICES ORIENTATION

On 1 May 1961 the Employee Services Orientation for new personnel was official transferred to I Building. Also, at the request of the Employee Services Branch, the assembling and responsibility for the information contained in the EOD Folder was transferred to that office.

HOUSING, BULLETIN BOARDS AND CAR POOLS

Continuous widespread Agency interest in this triple function requires the services of a full time employee plus the assistance of a male employee to post the bulletin board notices three times a week.

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